

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Idaho State Office
1387 South Vinnell Way
Boise, Idaho 83709-1657

In Reply Refer To:
1201 (910) P

March 8, 2005

EMS
Information Bulletin No. ID-2005- 052

To: All Employees

From: State Director

Subject: State Office Organization

This IB announces the merger of two Idaho State Office branches within the Division of Support Services. The Branch of Administrative Services and Branch of Human Resources Management have been merged to form the Branch of Human and Administrative Services.

These Branches share a common function in providing support to the State and our external customers. Leading this new Branch is Bill Kelley, Human Resources Officer. The subordinate supervisory structure in the Procurement Section will remain in effect. The roles and responsibilities of the State Administrative Officer position will be assumed by Bill Kelley. Organizational changes and edits to the various data dictionaries will occur as we progress towards implementation of Financial Business Management System (FBMS).

Please continue to coordinate with your day-to-day contacts within this new organization. Questions regarding this organizational change should be directed to Bill at (208) 373-3920.

Signed
K Lynn Bennett

Authenticated by:
Linda Alumbaugh
Human Resources Assistant

cc:
Group Manager, WO-570 (Melanie Rhinehart)
Group Manager, WO-830 (Monique McDonald)
Director, NHRMC
Director, NBC